



# MEDICAL EMERGENCY POLICY

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(Nature Kinder Specific)

## PURPOSE

This policy aims to clearly define:

- Procedures to be followed if a person is involved in a medical emergency or an incident at the Nature Kinder that results in an injury or trauma
- Responsibilities of staff, parents/guardians and committee when a person is involved in a medical emergency or incident at the centre that results in injury or trauma
- Practices to be followed to reduce the risk of an incident occurring at the centre.
- For guidelines and procedures relating to emergency events that may affect a large group of people, refer to the Emergency management policy.

## POLICY STATEMENT

### 1. VALUES

Kallista Kindergarten is committed to:

- Providing a safe and healthy environment for all children, staff, students on placement and any other persons participating in or visiting a **Kallista Kindergarten** program
- Responding to the needs of an injured, ill or traumatised person at the nature kinder
- Preventing injuries and trauma
- Maintaining a duty of care to children and users of Kallista Kindergarten

### 2. SCOPE

This policy applies to parents, staff, committee members, authorised persons, volunteers and students on placement working at Kallista Kindergarten.

### 3. BACKGROUND AND LEGISLATION

#### Background

Those responsible for managing early childhood services and caring for children have a duty of care towards those children.

Medical emergencies may include serious health issues such as asthma, anaphylaxis, diabetes, fractures, choking and seizures. Such emergencies generally involve only one child; however, they can affect everyone in the children's service. In some cases it will be appropriate to refer to the specific policy for guidance, such as Asthma and Anaphylaxis.

#### Legislation and standards

Relevant legislation may include but is not limited to:

- Education and Care Services National Regulations 2011
- Education and Care Services National Law 2010
- National Quality Standard
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

#### 4. DEFINITIONS

**Ambulance contact card:** A card that contains all the information that the ambulance service will request when phoned, including:

- The exact location of the emergency—this should include access points if in a large complex
- The Nature Kinder’s call back phone number
- Details of the problem—what exactly happened?
- The number of people hurt
- The age of the injured person
- Whether the person is conscious
- Whether the person is breathing.

**Department of Education and Early Childhood Development (DEECD):** The state government department responsible for the funding, licensing and regulation of children’s services in Victoria.

**First aid:** The provision of initial care for an illness or injury, usually provided by a lay person until definitive medical treatment can be accessed. It generally consists of a series of simple and, in some cases, potentially life-saving techniques that an individual can be trained to perform with minimal equipment. Additional medical treatment may not always be required following the administration of first aid.

**Hazard:** A source or a situation with a potential for harm in terms of human injury or ill health, damage to property, damage to the environment, or a combination of these

**Incident:** Any unplanned event resulting in, or having a potential for, injury, ill health, damage or other loss.

**Injury:** Any physical damage to the body caused by violence or incident.

**Medication:** Any substance that is administered for the treatment of an illness or medical condition.

**Medical action plan:** A document that has been prepared and signed by a doctor that describes symptoms/causes, clear instructions on action and treatment for the child’s specific medical condition, and includes the child’s name and a photograph of the child. An example of this is the Australian Society of Clinical Immunology and Allergy (ASCIA) Action Plan.

**Medical emergency:** An injury or illness that is acute and poses an immediate risk to a person’s life or long-term health.

**Minor incident:** An injury that is small and does not require medical attention.

**Serious medical incident:** Situation in which a child requires medical attention

**Notifiable incident (DEECD):** This includes the death of child or any incident leading to injury or trauma, requiring the attention of a registered medical practitioner or admission to hospital, while the child is being cared for or educated by the service. It also includes if a child is missing or cannot be accounted for (CSA, Section 29C and CSR r90).

**Notifiable incident (occupational health and safety):** Notification is required when an incident at a workplace results in death or serious injury; refer to ‘Guide to incident notification, 2005’ by WorkSafe.

**Proprietor:** The owner of the service, the primary nominee or any person who manages or controls the service.

**Qualified staff member:** Either a teaching staff member (holds an early childhood qualification at degree level or above; or recognised equivalent) or a staff member who has successfully completed a two-year full-time or part-time equivalent post-secondary early childhood qualification or a recognised and approved equivalent.

**Staff member:** A person who is aged eighteen years or over and who is employed or has been appointed or engaged to be responsible for the care or education of children at the children's service (does not include volunteers or visiting early childhood intervention staff). CSR 2009 now includes minimum training requirements for all staff to be phased in by 2014.

**Trauma:** An emotional wound or shock that often has long-lasting effects; any physical damage to the body caused by, for example, violence or incident.

## **SOURCES AND RELATED POLICIES**

### **Sources**

#### **Kindergarten policies**

- Excursion & Regular Outing Policy
- Nature Kinder Delivery and Collection of Children Policy (Nature Kinder Specific)
- Nature Kinder Protective Clothing Policy (Nature Kinder Specific)
- Nature Kinder Cancellation Policy (Nature Kinder Specific)
- Nature Kinder Identification and Visibility Policy (Nature Kinder Specific)
- Nature Kinder Emergency Evacuation Policy (Nature Kinder Specific)
- Nature Kinder Extreme Weather Policy (Nature Kinder Specific)
- Nature Kinder Snake Awareness Policy (Nature Kinder Specific)
- Occupational Health & Safety Policy
- Incident, Illness, Trauma & Illness Policy
- Sun Protection Policy
- Water Safety Policy
- Learning through Play Policy
- Learning Spaces Policy
- Supervision of Children Policy
- Child Safe Environment Policy

## **PROCEDURES**

### **The Committee is responsible for:**

- Providing and maintaining an up-to-date, fully equipped first-aid kit that meets Australian Standards (see [Attachment 2](#), 'First-aid kits')
- Ensuring that safety signs showing the location of first-aid kits are clearly displayed

- Ensuring that all staff have a current first-aid certificate that includes accredited asthma and anaphylaxis training and training in other areas, as prescribed
- Ensuring that staff have access to medication, accident, injury, trauma and illness forms and WorkSafe incident report forms
- Consulting with staff in relation to identification and risk assessment of any hazards that may cause injury
- Developing procedures for the removal or minimisation of those hazards
- Ensuring that documentation for notifiable incidents is submitted to WorkSafe, DEECD and the public liability insurer if required
- Reviewing the cause of any incident, injury, near miss or medical emergency and taking appropriate action to remove the cause if required
- Ensuring that completed medication, accident, injury, trauma and illness records are archived and stored securely for twenty-five years
- Ensuring that the premises are kept clean and in good repair (CSA clause 29)
- Developing a hazard inspection checklist (see [Attachment 1](#), 'Sample hazard identification checklist'), which clearly identifies hazardous conditions and the overall safety of the centre that may cause injury to people at **Nature Kinder**
- Ensuring that regular inspections of the Nature Kinder location, using the hazard inspection checklist, are conducted **daily**.
- Ensuring that appropriate action is taken when a hazard is detected.
- Ensuring that the orientation and induction of new and relief staff include an overview of their responsibilities in the event of an incident or medical emergency
- Nominating a first-aid officer (required only where there are ten or more employees)

- Ensuring that the nominated first-aid officer has a current Level 2 (Senior) first-aid qualification
- Offering Hepatitis B vaccinations to first-aid officers (other staff may also be included if they are at risk of contact with blood products).

**Staff are responsible for:**

- Ensuring that children's enrolment forms provide authorisation for the centre to seek emergency medical treatment by a medical practitioner, hospital or ambulance service.
- Monitoring the first-aid kit and arranging with the committee for it to be replenished to maintain standards
- Maintaining appropriate first-aid qualifications, including asthma and anaphylaxis
- Ensuring that an ambulance contact card is displayed near all telephones
- Ensuring that volunteers and parents on duty are aware of children's medical management plans and their responsibilities in the event of an incident or medical emergency
- Responding immediately to any incident, injury or medical emergency
- Implementing individual children's medical management plan, where relevant
- Providing first aid and comfort for the child as required, ensuring that all children are adequately supervised (refer to the Supervision policy)
- Notifying parents/guardians immediately after the incident, injury or medical emergency, or as soon as practicable, depending on the severity of the incident or injury and the wellbeing of the child
- Requesting the parents/guardians make arrangements for the child or children involved in an incident or medical emergency to be collected from Nature Kinder, or informing parents/guardians if an ambulance has been called
- Notifying other person/s as authorised on the child's enrolment form when the parents/guardians are not contactable
- Recording details of any incident, injury or illness in the Accident, injury, trauma and illness record book as soon as practicable but no later than twenty-four hours after the incident
- Ensuring that regulatory and legislative responsibilities are met in relation to any incident, injury or medical emergency
- Notifying the committee six months prior to the expiration of their first-aid, asthma or anaphylaxis accredited training
- Maintaining all enrolment and other medical records in a confidential manner; refer to the Privacy policy
- Regularly checking equipment, as well as indoor and outdoor areas, for hazards and taking the appropriate action when hazard is identified to ensure the safety of the children
- Assisting the committee with regular hazard inspections (see [Attachment 1](#), 'Sample hazard identification checklist')
- Reviewing the cause of any incident, injury or illness and taking appropriate action to remove the cause if required

- Notifying the regional DEECD office by telephone within twenty-four hours of an incident involving the death of a child; any incident, illness or trauma that requires treatment by a registered medical practitioner or admission to a hospital
- Ensuring that an incident report is completed and a copy forwarded, as soon as practicable, to the regional DEECD office and the committee of management
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- Ensuring that the following contact numbers are displayed at each telephone:
  - 000, including the Ambulance contact card
  - DEECD regional office
  - Committee representatives
  - Asthma Victoria: (03) 9326 7055 or toll free 1800 645 130
  - Victorian Poisons Information Centre: 13 11 26
  - Local council or shire.

**When there is a medical emergency, staff will:**

- Call an ambulance where necessary
- Administer first aid and provide care and comfort to the child prior to the parents/guardians or ambulance arriving
- Implement the child's current medical management plan (where appropriate)
- Notify parents/guardians, as soon as practicable, of any serious medical emergency, incident or injury concerning the child, and request the parents/guardians make arrangements for the child to be collected from nature kinder and/or inform the parents/guardians that an ambulance has been called
- Notify other person/s as authorised on the child's enrolment form if the parents/guardians are not contactable
- Ensure ongoing supervision of all children in attendance
- Accompany the child in the ambulance when the parents/guardians are not present, provided that staff-to-child ratios can be maintained
- Notify the committee of the medical emergency as soon as practicable
- Complete and submit an incident report to DEECD, the committee and public liability insurer following a notifiable incident

**The parents/guardians are responsible for:**

- Providing authorisation in their child's enrolment record for the centre to seek emergency medical treatment by a medical practitioner, hospital or ambulance service
- Payment of any costs incurred when an ambulance service is called to attend to their child at the Nature Kinder
- Notifying the kindergarten, upon enrolment or diagnosis, of any medical conditions and/or needs and any management procedure to be followed with respect to that condition or need
- Ensuring that they provide the kindergarten with a current medical management plan if applicable

- Collecting their child as soon as possible when notified of an incident or medical emergency involving their child
- Informing the kindergarten of an illness that has been identified while the child has not attended the centre that may impact on the health and wellbeing of children, staff and parents attending the centre, such as German measles.

## **EVALUATION**

In order to assess whether the policy has achieved the values and purposes the proprietor (committee) will:

- Seek feedback regarding this policy and its implementation with parents of children participating in the Nature Kinder program. This can be facilitated through discussions and the annual centre survey.
- Ask staff to share their experiences and observations in relation to the effectiveness of this policy.
- Regularly review the policy and centre practices to ensure they are compliant with any new legislation, research or best practice procedures.

## **ATTACHMENTS**

Attachment 1: First-aid kits

Attachment 2: Ambulance Contact Card

Attachment 3: Risk Matrix

## **AUTHORISATION**

The policy was adopted by the Approved Provider of Kallista Kindergarten on April 2013.

**REVIEW DATE:** [DAY]/[MONTH]/[YEAR]

## First-aid kits

The *Occupational Health and Safety Act 2004* requires all workplaces to have a first-aid kit that meets the requirements for that organisation. The Act compliance code lists the minimum requirements for a first-aid kit, including:

- Basic first-aid notes
- Disposable gloves
- Resuscitation mask
- Individually wrapped sterile adhesive dressings
- Sterile eye pads (packet)
- Sterile coverings for serious wounds
- Triangular bandages
- Safety pins
- Small sterile unmedicated wound dressings
- Medium sterile unmedicated wound dressings
- Large sterile unmedicated wound dressings
- Non-allergenic tape
- Rubber thread or crepe bandage
- Scissors
- Tweezers
- Suitable book for recording details of first-aid provided
- Sterile saline solution
- Plastic bags for disposal.

First-aid kits should be stored in a container that:

- Is well organised
- Is kept in a dry, cool location.
- Protects the contents from dust and damage
- Is easily recognisable
- Is not locked
- Is out of reach of children.

First-aid kits must be kept stocked at all times and use-by dates checked regularly.

Items that may be reused, such as scissors and tweezers, need to be thoroughly cleaned using warm, soapy water or an alcohol swab after each use.

### Medicines in first-aid kits

Painkillers including analgesics, such as paracetamol and aspirin, are considered medications. The Victorian WorkCover Authority advises first-aid kits for workplaces should not contain medications because of the risk of adverse reactions. First aid is defined as the provision of emergency treatment and life support for people suffering injury or illness, so the dispensing of medication would generally not fall within this definition.

## **Ambulance Contact Card**

### **Nature Kinder**

- The exact location of the emergency — this should include access points if in a large complex

Address:

Sherbrooke Road, Sherbrooke (Melway: 75 J2) nearest cross rd, Braeside Ave

- The Nature Kinder's call back phone number  
Lu-Ann's Mobile Number 0404844650
- Details of the problem—what exactly happened?
- The number of people hurt
- The age of the injured person
- Whether the person is conscious
- Whether the person is breathing.

### Attachment 3: Risk Matrix

Risk Description	Existing Controls	Rating			Treatment Priority	Treatment
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	If control effectiveness is poor or unknown provide further treatment	For those risks requiring treatment in addition to the existing controls. List: <ul style="list-style-type: none"> <li>○ What will be done?</li> <li>○ Who is accountable?</li> <li>○ When will it happen?</li> </ul>
	EXISTING CONTROLS HAVE BEEN PART OF THE DEVELOPMENT OF NATURE KINDER PROGRAM, SELECTION OF THE SITE, AND THE PLANNED RUNNING OF THE WEEKLY SESSIONS.					A MAJORITY OF THESE TREATMENTS ARE REACTIVE MITIGATION. RESPONSIBILITY FOR THEIR IMPLEMENTATION RESTS WITH THE KINDER TEACHERS ON SITE AT THE TIME OF NATURE KINDER SESSIONS (assisted as below).
Snake bite	Stay a recommended distance from water and long grass	Unknown	Major	Unlikely	Monitor	Close liaison with Park Manager about sightings and likely location(s) of snakes

	<p>during summer months.</p> <p>Clothing requirements advised to parents i.e. – rubber boots / long pants.</p> <p>Program planning /site(s) chosen / wildlife education</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff – Level 2 Due to nature of Nature Kinder program.</p> <p>Emergency contact numbers for children and staff carried.</p>					<p>First aid</p> <p>Call ambulance</p> <p>Call parent/guardian</p> <p>Notify Ranger</p> <p>Complete incident report and notify DEECD</p>
Dog Bite	<p>Dog safety awareness provided FEB 13 at Kallista Kindergarten.</p> <p>Protocol established for Kinder staff to request other users</p>	Unknown	Moderate	Unlikely	Monitor	<p>Staff to remain vigilant concerning presence of dogs.</p> <p>Staff to apply protocol of requesting other Garden visitors to not interfere/interact with</p>

	of Gardens to not interact with children, to minimise contact with other parties. Signage displayed to alert park users of Kallista Kindergarten Nature Kinder Program in progress.					<p>children undertaking Nature Kinder, without Staff permission.</p> <p>First aid</p> <p>Call parent/guardian</p> <p>Notify Ranger</p> <p>Complete incident report and notify DEECD.</p>
Child getting lost	<p>Adult / child ratio and constant supervision.</p> <p>Program planning, selection of appropriate location (in consultation with Park Manager) and familiarising children with Gardens. High visibility clothing Nature Kinder program identifiers supplied.</p> <p>Children to be taught procedure if lost - stay in one place (do not move) and call out.</p>	Unknown	Major	Unlikely	Treat	<p>Familiarise children with Kinder area and environs.</p> <p>Familiarise children with location of the Kinder Gazebo and reinforce practice of going to this location if child cannot find Kinder / Kinder teachers.</p> <p>Inform Park Manger and enlist Garden staff in search for child.</p> <p>Call police/ parents.</p>

Child being hit by vehicle	<p>Adult / child ratio and constant supervision.</p> <p>Selection of location away from parking areas. (Vehicle access to Parklands is restricted, and access roads are low speed.)</p>	Satisfactory	Major	Rare	Treat	<p>Reinforce road safety awareness in children.</p> <p>First aid.</p> <p>Call ambulance.</p> <p>Co-operate with Emergency Services.</p> <p>Remove other children from environs.</p> <p>Request additional assistance from available Committee member(s).</p> <p>Organise de-brief counselling for staff, parents and children as necessary.</p>
Stranger interference	<p>Adult / child ratio and constant supervision.</p> <p>Protocol established for Kinder staff to request other users of Garden's not to interact with children, to minimise contact with other parties. Signage displayed to alert park users of Nature</p>	Satisfactory	Major	Rare	Treat	<p>Call police/ parents.</p> <p>Notify Ranger.</p> <p>Notify DEECD.</p>

	<p>Kinder Program in progress.</p> <p>High visibility clothing Nature Kinder program identifiers supplied to staff, children and volunteers.</p>					
<p>Child hit by branch / tree</p> <p>- broken limb/other serious injury</p>	<p>Parks tree audit and pruning.</p> <p>Selection of appropriate areas for Nature Kinder in consultation with Parks Manager.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff – Level 2</p>	Satisfactory	Moderate	Rare	Monitor	<p>(Refer to Sunburn/Extreme Weather Conditions, below.)</p> <p>First aid.</p> <p>Call parent/guardian.</p> <p>Notify Parks Ranger.</p> <p>Complete incident report and notify DEECD.</p> <p>Contact VMIA (insurer) for advice (liability/claims management).</p>
<p>Child fall from tree</p>	<p>Adult / child ratio and constant supervision</p> <p>Educate children about risk-taking;</p>	Satisfactory	Moderate	Unlikely	Monitor	<p>First aid.</p> <p>Call ambulance.</p> <p>Call parent/guardian.</p>

	<p>liaise with Parks Manager about unsuitable trees.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff –Level 2</p>					<p>Notify Ranger.</p> <p>Complete incident report and notify DEECD.</p> <p>Contact VMIA (insurer) for advice (liability/claims management).</p>
Drowning/Near Drowning	<p>Adult / child ratio.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff – Level 2</p> <p>Program planning / site(s) chosen / water /environmental education as part of program.</p>	Unknown	Major	Rare	Treat	<p>First aid.</p> <p>Call ambulance.</p> <p>Co-operate with Emergency Services.</p> <p>Call parent/guardian.</p> <p>Notify Parks Manager.</p> <p>Remove other children from environs.</p> <p>Request additional assistance from available Committee member(s).</p> <p>Complete incident report and notify DEECD.</p> <p>Contact VMIA (insurer) for advice (liability/claims management).</p> <p>Organise de-brief counselling for staff,</p>

						parents and children as necessary.
Sunburn/ Heat Exposure / Extreme Weather conditions	<p>Monitor weather conditions ahead of each week's session.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff –Level 2</p> <p>Protective clothing</p> <p>Kinder program conducted in shaded areas.</p> <p>Children bring water bottles and water available.</p> <p>Apply Kinder SunSmart policy.</p> <p>Sunscreen provided and parents briefed on need to apply sunscreen and dress children appropriate to weather</p>	Satisfactory	Minor	Unlikely	Monitor	<p>Gazebo and Veranda area to move children undercover if required</p> <p>Cancel session(s) if extreme weather conditions are considered too hazardous.</p> <p>Inform parents whose children are not appropriately dressed.</p>

	conditions.					
Insect bite / sting. Ingestion of or reaction to plant/other material.	<p>Protective clothing / education of children as part of Nature Kinder program.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>First aid trained staff –Level 2</p> <p>Request allergy information from parents as per normal Kinder/child care procedure.</p> <p>Carry Emergency Action Plans and Epi-pens and Asthma Medication for relevant children.</p> <p>Use of repellent approved by Parents/Kinder Committee.</p>	Satisfactory	Minor	Unlikely	Monitor	<p>Liaise with Park Manger about species present in Gardens.</p> <p>First aid.</p> <p>Call ambulance if severe reaction.</p> <p>Call parent/guardian.</p> <p>Inform parents whose children are not appropriately dressed.</p>

		Satisfactory	Major	Almost certain	Monitor	
		Poor	Moderate	Likely		
		Unknown	Minor	Unlikely		
			Insignificant	Rare		

**And more rows as required.** *This is one way of documenting the risk management process and does not preclude other approaches.*

